

USAF Declass/Release Instructions On File

25X1C4e

STANDING OPERATING PROCEDURE
NUMBER 22-3177-1

1 August 1968

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PER DIEM POLICY FOR [REDACTED] MILITARY,
USAF CIVILIAN AND CONTRACT PERSONNEL

1. PURPOSE: To establish a uniform policy and procedure for the payment of per diem and mileage allowances.

2. SCOPE: All personnel (military and civilian) assigned or attached to this unit.

3. GENERAL:

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a. [REDACTED] has been established as the PCS point of assignment for our personnel with duty assignment on a TDY basis to [REDACTED]

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b. Per diem and mileage allowances for civilian personnel will be computed in accordance with Standard Government Travel Regulations (SGTR).

c. Per diem and mileage allowances for military personnel will be computed in accordance with Joint Travel Regulations (JTR).

d. It is understood and expected that variations in travel will occur. The DCS and/or the Base Commander will approve such deviations for which claims are submitted.

e. One paid compensatory trip a month may be authorized for deserving personnel. The Commander, DCS, DCO, DCM, OIC Weather [REDACTED] are 25X1C4e authorized to make this determination with respect to personnel assigned under them. This does not in any way constitute blanket authority for this trip. The purpose is to compensate individuals for being separated from their families during the week and will permit them to do household tasks not easily accomplished on weekends. In order to be paid per diem for this trip, the individual must depart [REDACTED] via aircraft, on the day prior to his compensatory day off and return to [REDACTED] via aircraft, on the day following his compensatory day off. As all travel will be performed via government aircraft, no mileage will be paid. Shift workers are not entitled to this compensatory trip due to the fact that they are at home during the week with their family for periods of three to four (3-4) days. Compensatory trips must be certified by the appropriate approving officials by initialing the activity in the double asterisk (**) column.

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Supersedes: SOP 22-3177-1, dated 23 May 1966

OPR: DCS

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f. The per diem received under this program is based upon an administrative determination and is not a right under government regulations. Nonetheless it is a formal financial claim for expenses incurred and as such must be exact and true in every respect.

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4. POLICY: Travel and per diem payments are determined by the Finance Officer based on the following rules.

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a. Mileage from [REDACTED] is computed as a constant and is hereby established as 120 miles for the main as well as the orange road. Mileage on the back road via highway [REDACTED] is also computed as a constant and is established as 180 miles.

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b. Meals will be considered to be available if the individual is on station at any time during the published meal period. Boondocking personnel will be considered to be "on station" insofar as meal availability is concerned. Meal periods will be the official periods during which the appropriate meal is being served. These periods are subject to change at any time.

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c. The maximum allowable travel time between [REDACTED] 25X1A6a is two, and one-half (2 1/2) hours via the main road, three (3) hours via the orange road and four (4) hours via the back road. The back road is authorized for travel when [REDACTED] roads are closed, however no additional compensation will be paid unless use of the back road is directed by the Commander or DCS because of emergency conditions. Time used in excess of above limits must be fully explained to and approved by the Finance Officer or the DCS and/or the Commander as appropriate to be reimbursable. All personnel are required to put down actual time of departure and actual time of arrival and not, repeat not, the blanket maximum time allowed above. Points of departure/arrival are established as your own home and [REDACTED] gate.

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d. In flight and/or box lunches will be considered as "meal available" provided they are the type designed to be cooked or heated prior to consumption, i.e. TV dinners, frozen meats, etc. Sandwich type box lunch will not be considered as meals available.

e. Official travel by government vehicle/aircraft is compensated for by per diem only, no mileage.

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f. Per diem is not authorized for official round trips of ten (10) hours or less which originated in [REDACTED].

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g. When round trip temporary duty travel away from the [REDACTED] begins and ends in the same calendar day, per diem will be computed on the basis of availability of meals and quarters.

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h. Travel (by any mode) for personal reasons (R&R, etc.) which originates and terminates in [REDACTED] within a twenty four (24) hour period shall not be shown on the monthly voucher in that no additional monies will accrue for such travel. The Finance Officer will consider the individual as having remained in the [REDACTED] for Release 2001/08/27 : CIA-RDP33-02415A000600070051-1

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i. Additional trips in any calendar week occasioned by official holidays during that week are considered to be official reporting trips and will be so designated.

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j. Travel from [REDACTED] during the last quarter of a day previous to a duty day will be allowed to provide adequate sleep. However, all travel originating between 1200 - 2400 hours will be considered to have been begun after 1800 hours and completed prior to 2400 hours regardless of actual arrival time at [REDACTED]

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k. Travel from the [REDACTED] which begins during the last quarter of a duty day and extends into the first quarter of the next day must be fully explained or it will not be allowed; i.e. late flying, air evacuation, directed departure, etc.

l. Proficiency and or cross-country flights that are designated as official by the DCO will be reimbursed in accordance with applicable JTR's or SGTR's. They will be designated as [REDACTED] on the monthly voucher. Time periods used in personal proficiency and/or cross-country flights will be computed as if the individual had remained in [REDACTED] unless the flight RON's or terminates in [REDACTED] in which case per diem will terminate at the end of the quarter in which the person arrives in [REDACTED] and will commence with the beginning of the quarter in which he departs [REDACTED]

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m. Official flights will be reimbursed in accordance with JTR's and/or SGTR's as applicable. They will be designated as O/F on the monthly voucher.

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n. All official flights [REDACTED] must be certified by the appropriate approving official by initialing the activity in the double asterisk (**) column in order for the individual to be reimbursed.

o. The calendar period covered by individual vouchers will be staggered so that the heavy work load involved is distributed in a reasonable manner. The Finance Officer in coordination with the DCS will specify voucher periods.

p. Monthly vouchers will be approved and forwarded to the Finance Office on the first working day after the close of the voucher period. Senior approving officials will not, repeat will not approve or forward vouchers before the end of the voucher period except in most unusual circumstances, i.e. Para "r" below.

q. The Finance Officer will make payment of monies due on monthly vouchers NLT the fifth working day after the close of the voucher period or date of submission whichever is later.

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r. The Finance Officer will not make early payment (before voucher period close out date) unless an emergency exists and he has the specific coordination of the Senior Approving Official to whom the individual is assigned (i.e. DCS, DCO, DCM, etc.). The Commander will resolve any differences of opinion which may develop between the Finance Officer and the applicable Senior Approving Official.

5. PROCEDURES:

a. Each individual will maintain his own travel itinerary which must be approved in writing by the appropriate Deputy Commander or the deputy's immediate assistant prior to submission to the Finance Officer. Penciled reports not acceptable.

b. Deputy Commanders will not delegate final monthly voucher approving authority below their immediate subordinate. This does not in any way preclude each Deputy Commander from establishing an "in-house" system for handling vouchers.

c. In event neither the Deputy Commander nor his immediate subordinate are on the station when the voucher period ends, vouchers may be approved by the Base Commander or in his absence, by the DCS.

d. Personnel requesting early payment (prior to the close of the voucher period) will secure written approval of the appropriate Senior Approving Official before the voucher is submitted to the Finance Office. Personnel requesting expedited payment (after close of voucher period but prior to the normal pay day) will also secure approval of the appropriate Senior Approving Official. Early or expedited payment may be desired because of personal emergencies; prior to departure on TDY or leave orders, etc.

e. All requests for early or expedited payment will be submitted to the Finance Office through the First Sergeant (military personnel) or the DCS (civilian personnel). No one other than the Senior Approving Official and/or the First Sergeant will make direct contact with the Finance Office to expedite payment.

f. Questionable itinerary items which cannot be resolved by the Finance Officer prior to the payment due date will be resolved in favor of the individual in order to pay on time. The individual will be advised of the unresolved item at time of payment and notified that he may be required to refund the amount in question when final decision on the matter is obtained.

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g. Any questions that personnel may have regarding the amount of money received which are not resolved at the time of payment will be brought to the attention of the First Sergeant (military personnel) or the DCS (civilian personnel). The First Sergeant or the DCS will arrange an appointment for the individual with the Finance Officer.

h. The Commander, DCS, DCO, DCM, OIC AFCS Detachment, and OIC Weather Detachment are designated as Senior Approving Officials. The DCS is authorized to approve vouchers for the Commander, the DCO will approve Weather Detachment vouchers in the absence of the Weather OIC. The Commander or the DCS will approve AFCS vouchers in the absence of the AFCS OIC. Alternate Senior approving officials within AFCS or Weather are not authorized.

i. Voucher reporting periods for personnel assigned Area 51 are as follows:

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| (1) Supply, POL, DCO, and AFCS | 7th thru 6th Month |
| (2) Command, DCM, DCS, Wx and
A/C Maintenance | 16th thru 15th Month |
| (3) Officer | 22nd thru 21st Month |
| (4) Civilians | 1st thru last day Month |

j. Presently, Official meal hours are as follows:

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|---------------|-------------|
| (1) Breakfast | 0600 - 0830 |
| (2) Lunch | 1030 - 1300 |
| (3) Dinner | 1700 - 1930 |

These periods are subject to change and will be those meal hours officially published by the DCS.

k. The Finance Officer will maintain a Master Ledger in which he will record the name of each individual receiving monies under this program as well as the exact amount paid each individual each month while he is assigned/attached to this unit. It

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will be made available to the Commander or a Senior Approving Official for study purposes if it is so requested on an individual basis. This ledger will not be removed from the Finance/Command Section geographic area however.

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Colonel USAF
Commander